

BOOST YOUR MICROSOFT TEAMS

PRESENTATION SKILLS

September 2022

Acknowledgement of Country

- » We acknowledge the traditional custodians of the land and pay our respects to Elders past, present and emerging.



Housekeeping



Learning Objectives

- » Scheduling your Microsoft Teams webinars
- » Incorporating polls into your webinars
- » Recording and sharing webinar content
- » Activating live captions for accessibility
- » Navigating break out rooms.

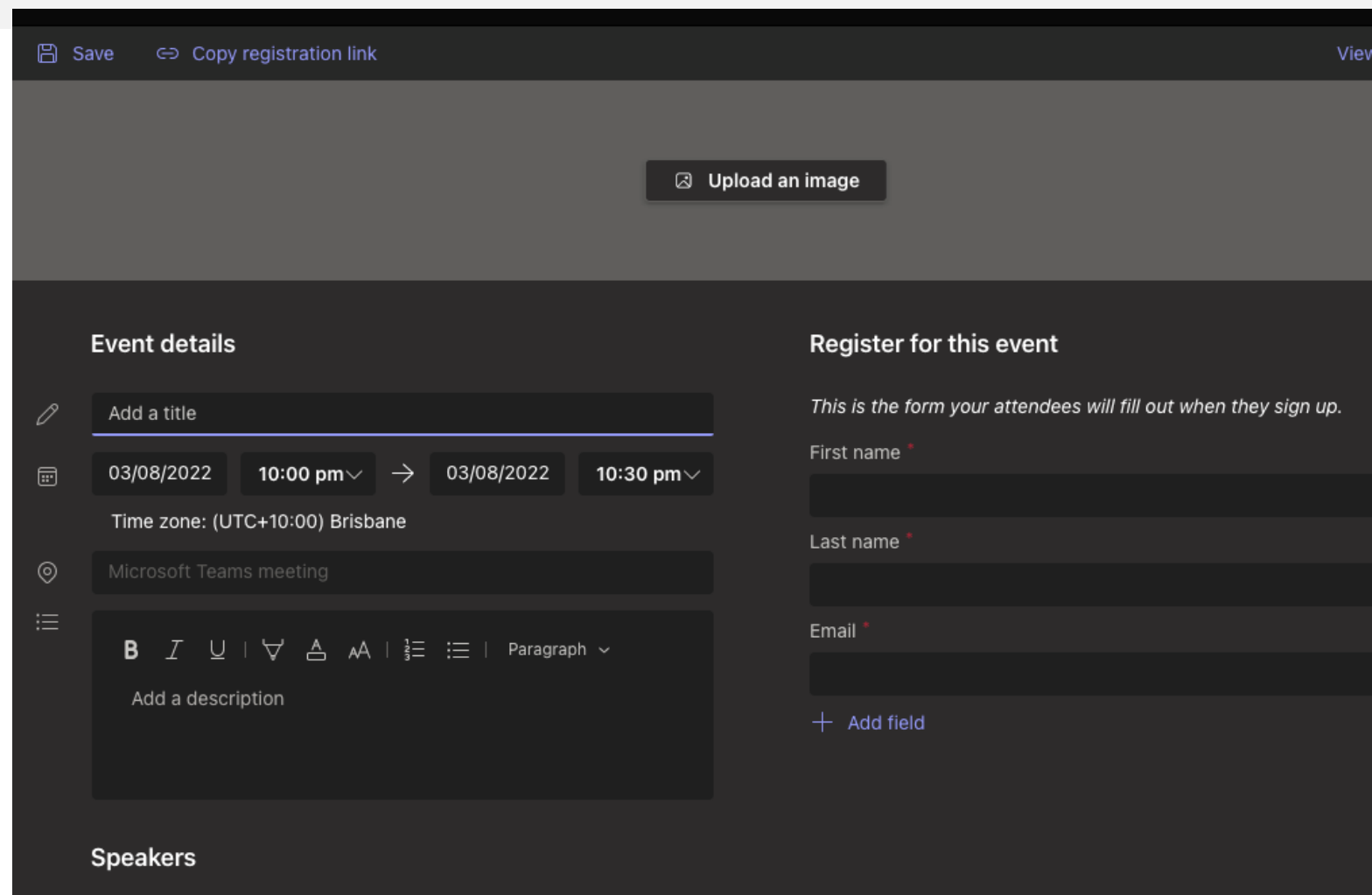
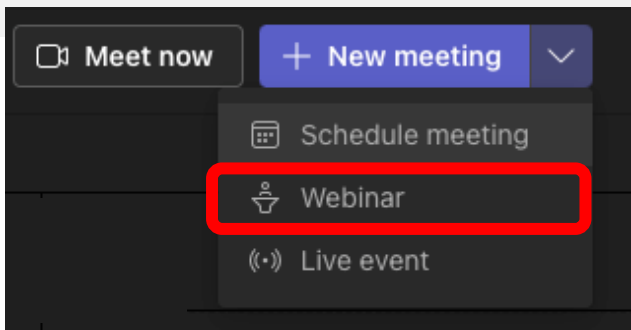


The difference between meetings and webinars

MEETINGS		WEBINARS
<ul style="list-style-type: none">Up to 20,000	Number of participants	<ul style="list-style-type: none">Up to 20,000
<ul style="list-style-type: none">First 1,000 participants have full interactive meeting capabilityParticipants over 1,000 up to 20,000 have view only capabilities	Interaction	<ul style="list-style-type: none">Audience interaction is configurableCan specify presenters
No	Registration supported	Yes



Schedule your webinar

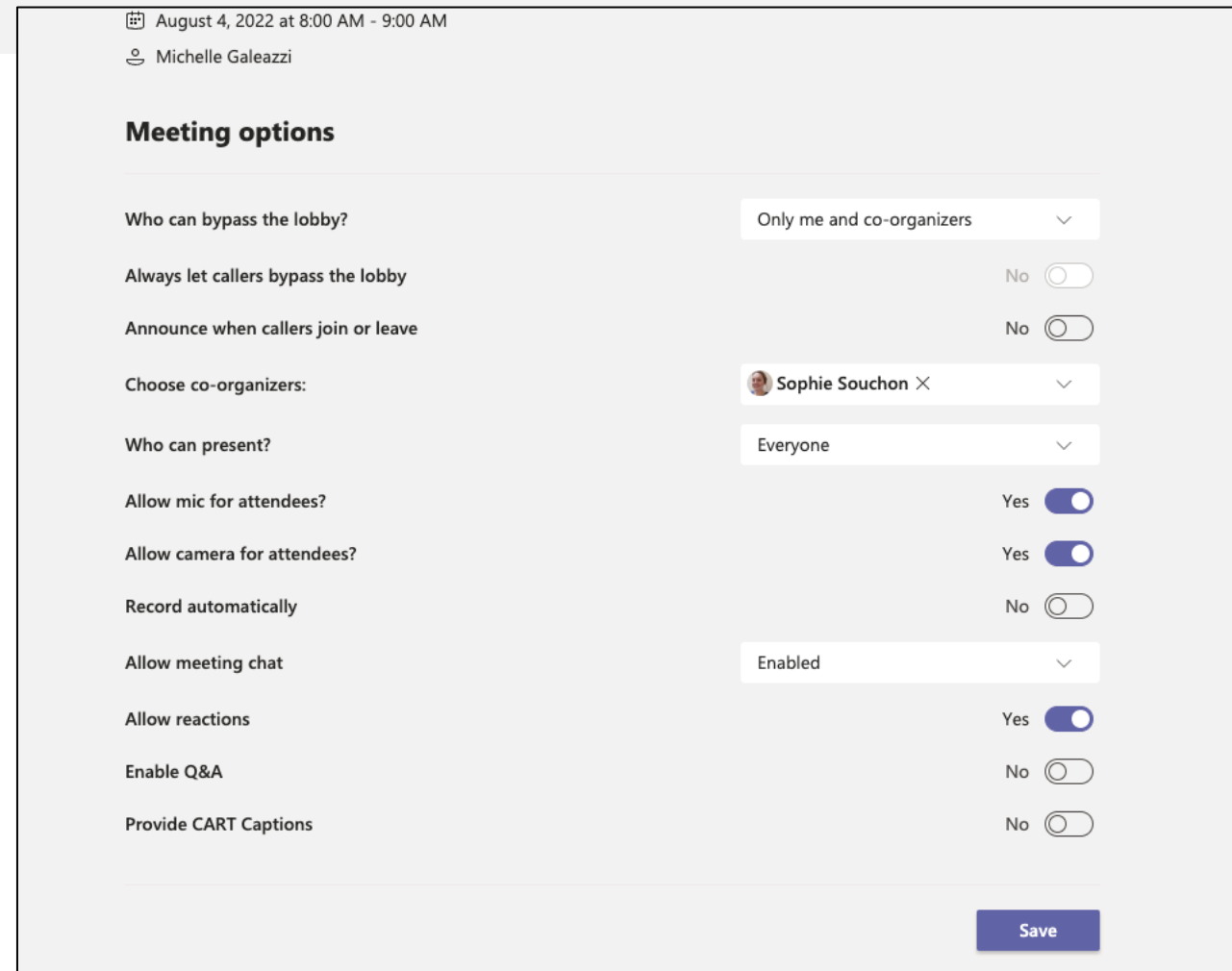
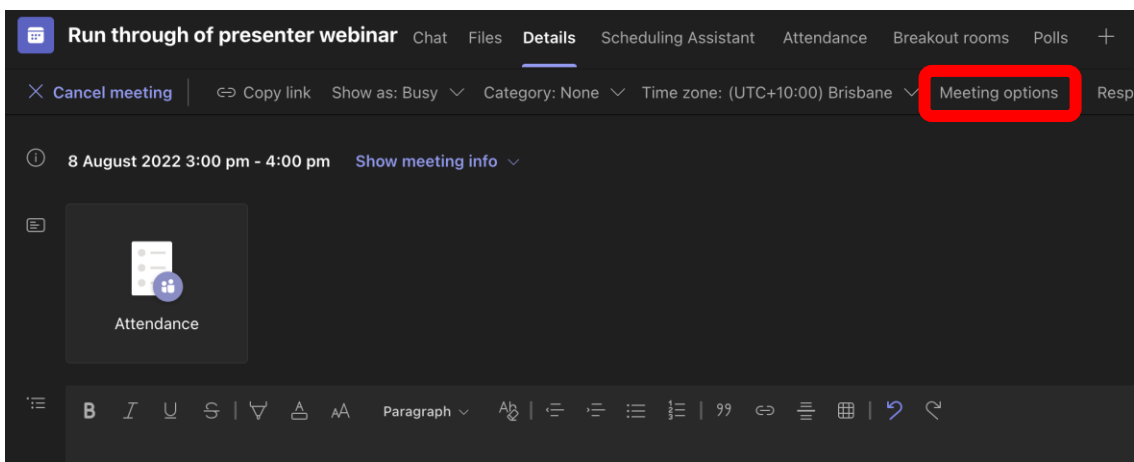
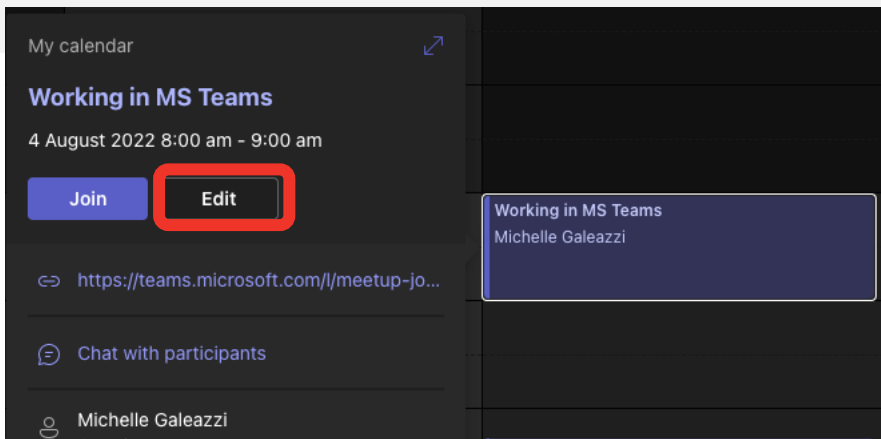
A screenshot of a webinar scheduling form. The form is divided into two main sections: 'Event details' and 'Register for this event'.
Event details:

- Buttons: 'Save', 'Copy registration link', 'View'.
- Section: 'Event details'.
- Form fields: 'Add a title' (text input), '03/08/2022' (date), '10:00 pm' (time), '03/08/2022' (date), '10:30 pm' (time), 'Time zone: (UTC+10:00) Brisbane' (text), 'Microsoft Teams meeting' (text), 'Add a description' (text area with rich text editor).
- Section: 'Speakers'.

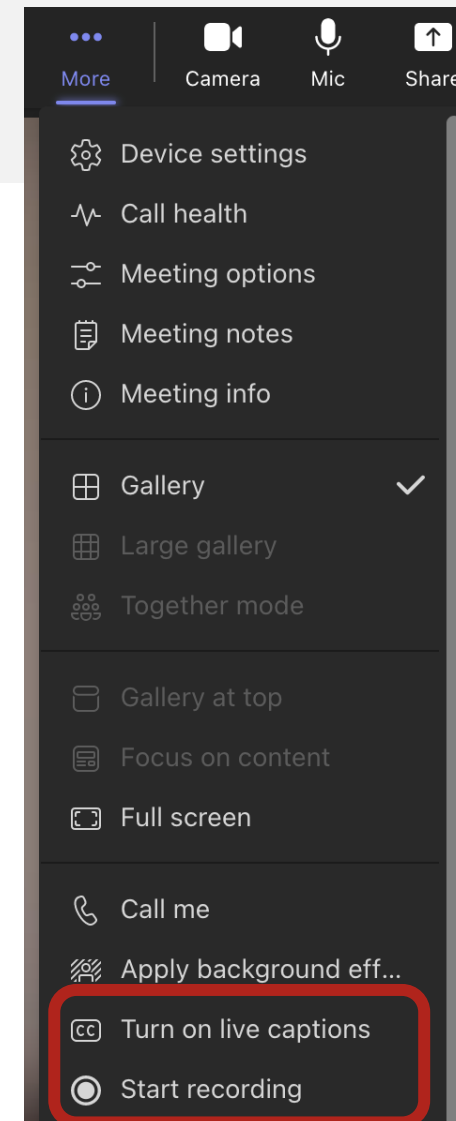
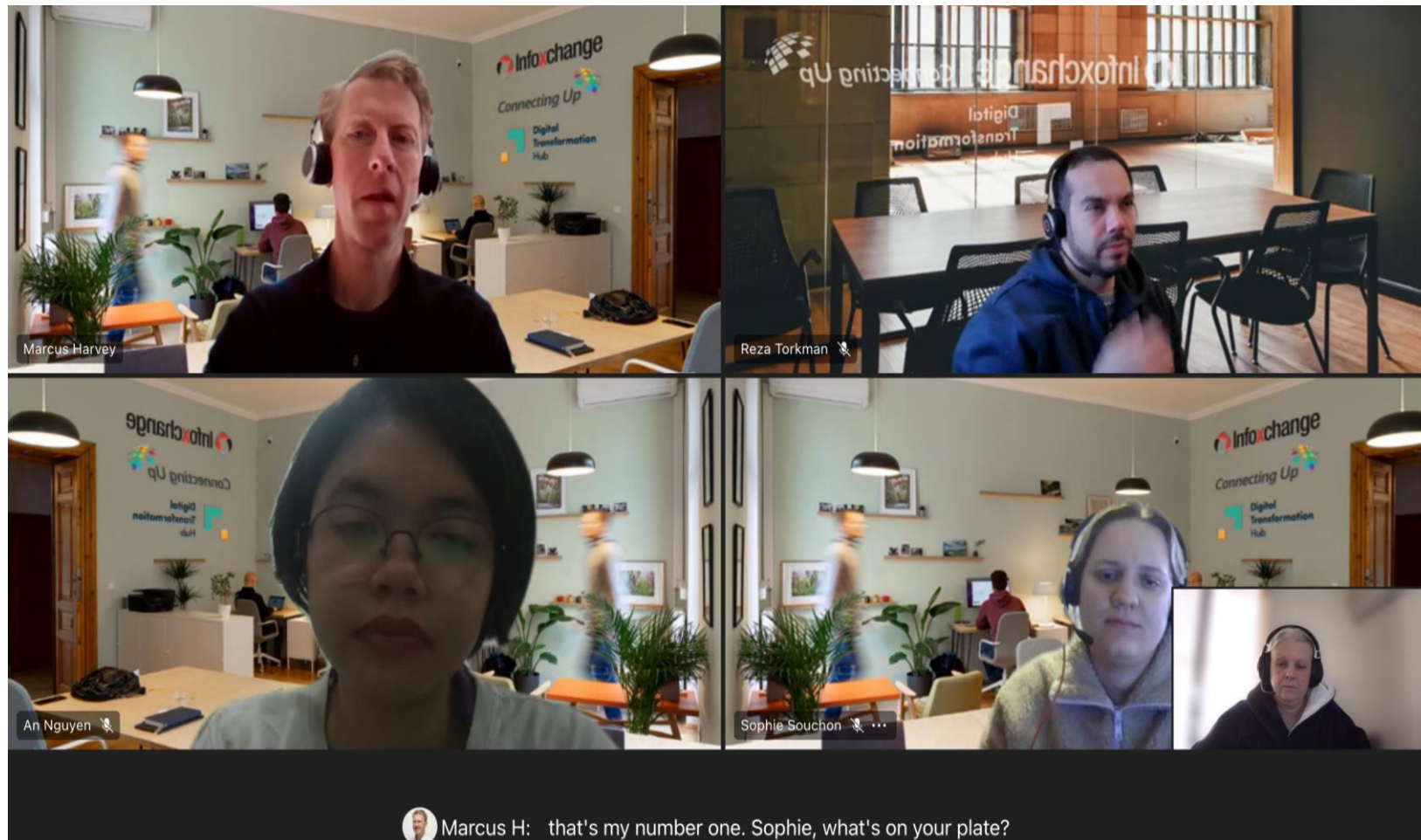
Register for this event:

- Text: 'This is the form your attendees will fill out when they sign up.'
- Form fields: 'First name *', 'Last name *', 'Email *'.
- Button: '+ Add field'.

Editing webinar options



Using live captions



Presenter modes

Reporter mode

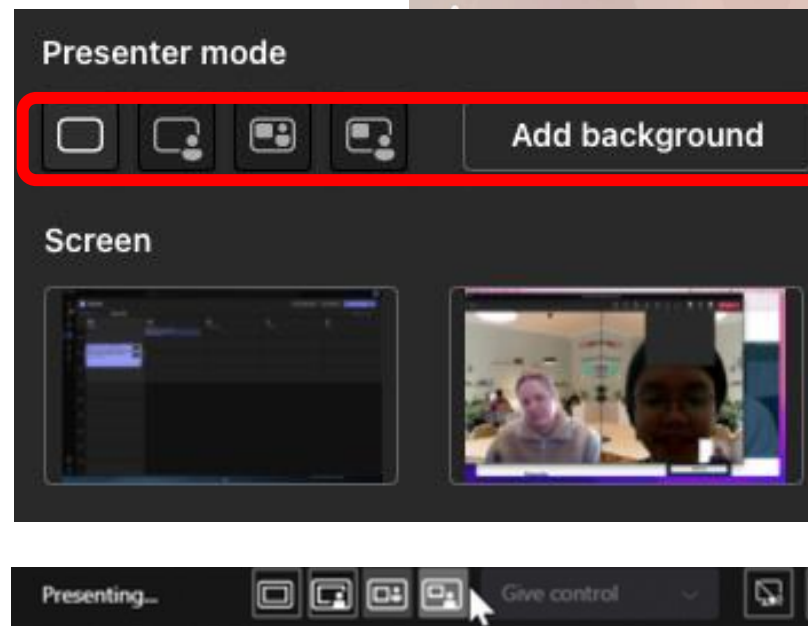


Side-by-side mode



Stand out mode

**BOOST YOUR MICROSOFT TEAMS
PRESENTATION SKILLS**



Create a poll

Chat Files **Details** Scheduling Assistant Attendance Breakout rooms



Add a tab

Turn your favorite apps and files into tabs for this meeting.

[More apps](#)

Optimized for meetings



Forms



Q&A



Polls



Dynamics 365



Sendsteps



Gameinar



Eric.ai



Clovers



Polls

How many meetings per week would you use MS Teams for?

☐ 1-5

☐ 6-10

☐ 11-15

☐ 16-20

☐ 20+

[+ Add option](#)

☐ Multiple select

☐ Record names of respondents (only visible to creator)

☒ Share aggregated results with respondents

☒ Allow co-presenters to edit your poll while it's a draft poll [i](#)

[Back](#)

[Launch now](#)

[Save as draft](#)



Run through of presenter webinar

Chat

Files

Details

Scheduling Assistant

Attendance

Breakout rooms

Polls

[+ New poll](#)

[Suggestions](#)

DRAFT Poll: Not record name | Results shared [Shared](#) [MG](#)

How many meetings per week would you use MS Teams for?

☐ 1-5

☐ 6-10

☐ 11-15

☐ 16-20

☐ 20+

[Launch](#)



DRAFT Poll: Not record name | Results shared [Shared](#) [MG](#)

Have you had any other MS Teams meetings today?

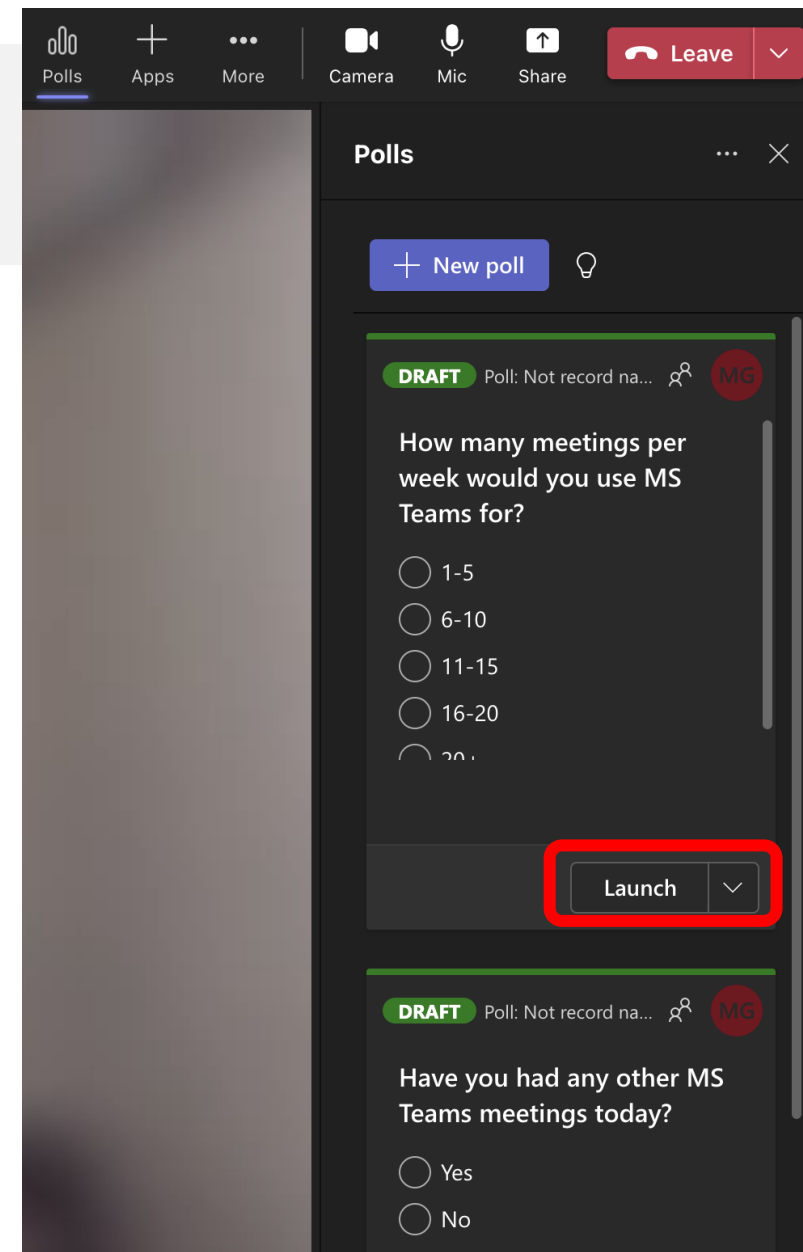
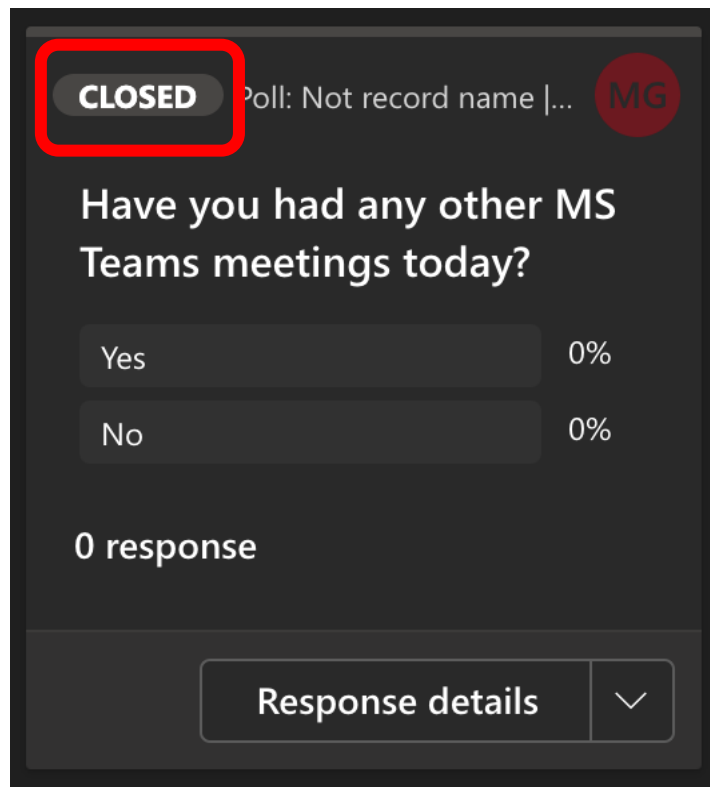
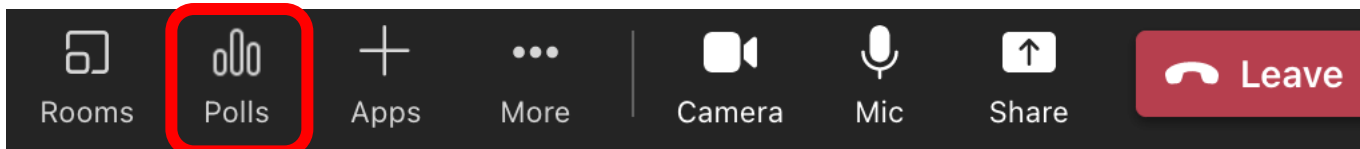
☐ Yes

☐ No

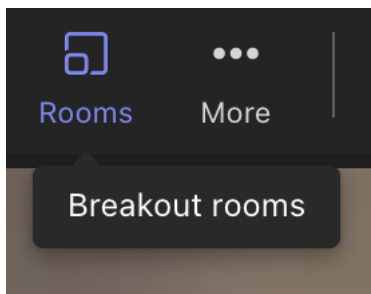
[Launch](#)



Launch the poll



Using breakout rooms



Create breakout rooms

Rooms
How many breakout rooms do you need? 4

Participants
How do you want to assign people to rooms?

Automatically assign
Assign 5-6 people to each room. ☐

Manually assign
Assign people to rooms individually. ☒

Cancel Create rooms

Settings

Set a time limit ☒

1 hour

0 minutes

Automatically move people to rooms ☐

Let people return to the main meeting ☒

Record and share webinars



MS 365: Working with Cloud Files – t... 27/7
Recording is ready



MS 365: Working with Cloud Files – training for your whole team (July 202

Chat

les



Join

21

Some people in this chat are outside your org. It's possible they have message-related policies that will apply to the chat. [Learn more](#)



27/7 1:37 pm Meeting ended: 1h 14m 39s

27/7 1:37 pm Recording has stopped. Saving recording...



Meeting

Recorded by: Sophie Souchon

34m 11s

This recording is set to expire. View or change the expiration date [here](#). [Learn more](#)



Q&A SESSION

Resources





THANK YOU!